



USAID
FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NUMBER: OTI 01-11
(28-11)

OPEN TO: All Interested Candidates / All Sources

POSITION: Project Management Specialist, USAID/OTI; FSN-10

OPENING DATE: October 7, 2011

CLOSING DATE: October 27, 2011

WORK HOURS: Full-time, 40 hours / week

SALARY: *Position Grade: FSN-10*
USAID Reserves the right to hire at the trainee level FSN-9

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy/USAID/ Office of Transition Initiatives (OTI) in Abidjan is seeking an individual for the position of **Project Management Specialist** for the USAID Cote d'Ivoire Field Office.

BASIC FUNCTION OF POSITION

The OTI Project Management Specialist serves as the principal assistant to the USPSC OTI Country Representative and Deputy Country Representative. The incumbent is the administrative focal point for the Office of Transition Initiatives Cote d'Ivoire program, and assists program staff in a variety of ways such as receiving guests and fielding requests for the CR and DCR, facilitating TDY visits and logistical arrangements, setting up meetings and coordinating service and information requests. In addition, the incumbent will provide project management support such as maintaining a current database, liaising with the prime OTI contractor and other partners, monitoring grant/database information, arranging technical services and consultations, facilitating and monitoring reporting requirements, and overseeing record keeping and files on the progress made against targets.

A copy of the complete position description listing all duties and responsibilities is available at <http://abidjan.usembassy.gov/pds.html>.

Important Notice:

❖ All Applications and Resumes should be in English

When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title.

E.g.: VA No. OTI 01-11; Project Management Specialist, USAID/OTI

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education (15%):** A Bachelor's degree in Politics, Economics, Development or related area is required.
2. **Prior Experience (25%):** A minimum of five (5) years of experience working in the development field (with international organizations, regional organizations, NGOs, contractors or similar) in program management, or other development area is required. At least one year experience with a U.S. Government agency would be desirable.
3. **Language Proficiency (10%):** Fluent in English (Level IV) with a capacity to assist in the preparation of papers, correspondence, and analytical materials. Incumbent is responsible to adopt Standard English usage as detailed in the Associated Press Stylebook. Spoken and written proficiency and ability to translate to/from French is mandatory. ***Language proficiency will be tested.***
4. **Knowledge (25%):** This position requires knowledge of project management systems and procedures. The incumbent should have a strong understanding of Cote d' Ivoire's political history; and knowledge of development principals as well as a good understanding of conflict, transition and political issues. Must be completely computer literate, with excellent knowledge of Microsoft programs, including Word, Excel, and Access; must be able to prioritize and complete tasks quickly and efficiently; must be highly motivated, dedicated, a self-starter, and able to work in challenging and stressful environments; excellent interpersonal skills, with the ability to work in a team setting; and, ability to easily interact with high level officials and grassroots organizations.
5. **Skills and Ability (25%):** Planning is required on a daily basis for routine functions, but needs to plan at least three (3) to six (six) months in advance tasks. The position must thoroughly plan OTI's administrative support for all team activities.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Interested individuals should submit cover letter and curriculum vitae with details of three referees to:

The Human Resources Office
Attention: Recruitment Section
American Embassy, Abidjan
01 B.P. 1712 Abidjan 01
Cote d'Ivoire

Fax: (225) 22-49-41-02 or via email to: AbidjanHR@state.gov

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

POINT OF CONTACT

The Human Resources Office
Telephone: 22-49-40-00
Fax: (225) 22-49-41-02

CLOSING DATE FOR THIS POSITION: OCTOBER 27, 2011

The U.S. Mission in Abidjan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.